

**CITY OF CARLSBAD
SUBMITTAL CHECKLIST
QUITCLAIM**

City Project No. _____ City Project Name _____
City Drawing No. _____ City Project Engineer _____

PLEASE NOTE:

- To insure the timely processing of Easement Dedications, Covenants and Quitclaims for development projects in the City, those submitting Easements for City review should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Unless specifically marked "N/A" (not applicable) and initialed by the City Project Engineer, all items listed are required to be submitted.
- Please do not detach this checklist when attached to the Easement documents. This checklist is a part of the Easement documents check comments.
- Should you have any questions, please contact the City Engineering Department, Development Services.

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Engineering Plancheck Application form completed and signed by Owner/Applicant (Distribution: Original to File, copy to Planchecker).
- ☐ 3. Letter from the Owner/Applicant requesting Quitclaim. The letter should indicate the reasons for the request (Distribution: Planchecker).
- ☐ 4. Two (2) sets of Preliminary Title Report issued within 6 months of application submittal (Distribution: 1 Planchecker, 1 File).
- ☐ 5. Three (3) sets of typewritten Legal Description of the Easement to be quitclaimed, marked Exhibit "A" on 8 1/2" X 11" size paper completed by a Licensed Land Surveyor or appropriately Licensed Engineer. The area (in square feet or acres) to be quitclaimed shall be called out on the Legal Description. The description should be exactly as it was dedicated by previous Deed or Grant on the Subdivision Map (Distribution: 2 Planchecker, 1 File).
- ☐ 6. Three (3) sets of Plat to illustrate Easement to be quitclaimed on 8 1/2" X 11" size paper completed by a Licensed Land Surveyor or appropriately Licensed Engineer. Each Plat shall as a minimum include the following data: (Distribution: 2 Planchecker, 1 File)
- ☐ The Easement to be quitclaimed
 - ☐ North arrow and scale and bar scale
 - ☐ Street name(s) and width(s)
 - ☐ Lot/parcel number(s), subdivision name(s) and Map number(s)
 - ☐ Black border and title box per city format - (see attached format)
 - ☐ Plat marked as Exhibit "B"
 - ☐ Any existing structures affected
 - ☐ Matches Legal Description and Calculations exactly
- ☐ 7. Processing fee (see current fee schedule).
- ☐ 8. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____

SEE REVERSE SIDE

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City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. All previous checkprints of Legal Description, Plat, and Preliminary Title Report (Distribution: Planchecker)
- ☐ 4. Two (2) sets of Preliminary Title Report (Distribution: 1 Planchecker, 1 File).
- ☐ 5. Three (3) sets of typewritten Legal Description of the Easement to be quitclaimed and corrected as necessary (Distribution: 2 Planchecker, 1 File).
- ☐ 6. Three (3) sets of Plat corrected as necessary (Distribution: 2 Planchecker, 1 File).
- ☐ 7. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____

C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER WILL RECOMMEND APPROVAL OF THE QUITCLAIM FOR CITY COUNCIL ACTION:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. All previous checkprints of Legal Description, Plat, and Preliminary Title Report (Distribution: Planchecker).
- ☐ 4. Two (2) sets of updated Preliminary Title Report (dated within 30 days of submittal) (Distribution: 1 Planchecker, 1 File).
- ☐ 5. Three (3) sets of the corrected typewritten Legal Description corrected as necessary, signed and sealed by the Engineer or Surveyor of Work (Distribution: 2 Planchecker, 1 File).
- ☐ 6. Three (3) sets of Plat corrected as necessary, signed and sealed by the Engineer or Surveyor of Work (Distribution: _____)
- ☐ 7. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____

